



COSPAR

COMMITTEE ON
SPACE RESEARCH

Administrative and Marketing Assistant

Join Our Team

Administrative and Marketing Assistant for the Committee on Space Research (COSPAR)

Are you passionate about space, science, and global research? Do you have strong administrative and marketing skills? If so, we want you to help us promote our mission and make a lasting impact on the world of space research! COSPAR, an international NGO dedicated to advancing scientific research in space, is looking for a motivated and skilled **Administrative and Marketing Assistant** to support our mission.

As part of our team, you'll play a key role in promoting scientific collaboration, the exchange of results, information, and ideas, and ensuring that the international space research community remains dynamic and vibrant.

Key Responsibilities

- Undertake administrative and clerical duties as necessary at the request of the Executive Director, Associate Director or Administrative Coordinator
- Undertake administrative duties as necessary at the request of the COSPAR President, Vice Presidents and General Counsel
- Assist with administrative tasks to ensure smooth operations across the team
- Create and optimize automated email flows and automate day-to-day processes
- Enter and update relevant data into COSPAR databases, in compliance with COSPAR procedural rules and GDPR
- Be the internal point of contact for website content update
- Help to conceive and support marketing initiatives to elevate the visibility of COSPAR's mission and projects
- Work with the COSPAR Executive, the Executive Director and Administrative Coordinator to help develop an effective strategy for all social media channels and community management
- Develop and execute engaging content strategies for newsletters, social media, and digital platforms
- Analyse and report on performance metrics such as reach and engagement
- Help coordinate outreach and communication with international partners and scientists
- Help organize and promote international events, conferences, and forums



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Qualifications

- Bachelor's degree in Administration (e-)Communication, (e-)Marketing, or related fields is preferable
- Strong administrative, organizational, and multi-tasking skills
- Excellent verbal and written communication skills in English (other languages will be a plus)
- Good knowledge in project planning platforms and managing large datasets
- Experience in the field of CRM, social and/or digital marketing
- Knowledge of digital marketing tools (Mailchimp, Canvas, WordPress, Trello, Google Analytics...) and knowledge in SEO, as well as experience with marketing automation tools (Klaviyo...) would be an asset
- Command of Adobe Creative Cloud package would be a plus
- Good inter-personal and communication skills within a multi-national context
- Ability to work independently and as part of a collaborative international team
- Respectful of deadlines and commitments
- A passion for space research and science
- Previous experience in a similar role or within an NGO is preferred but not required

This full-time position will be based in Paris, France or surroundings and is expected to start in **May or June 2025**. It will be a 12-month temporary contract, to be possibly followed by a permanent contract.

Apply now and contribute to the vibrant, international effort to explore the final frontier.

About COSPAR We are committed to advancing space research across the globe since 1958. We create a platform for scientists to exchange groundbreaking results, collaborate, and engage in meaningful discussions. By connecting the global scientific community, we work to ensure that space research continues to thrive, innovate, and reach new heights.

Please submit your application (motivation letter + CV in English) **by 30 April 2025** to cospar@cosparhq.cnes.fr

In line with its [Code of Conduct](#), COSPAR will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.